

Kentmere Parish Meeting 6 May 2025

Agenda item 8

Renewal of Kentmere Parish Meeting Standing Orders

It is now nearly 14 years since the Standing Orders were first set up, and there have been some practical changes in the way the Parish Meeting works that should now be reflected in the Standing Orders. They have therefore been updated to match our usual practice.

The major changes are:-

1. Originally the chairman was only allowed to serve for 3 years with a further 2 years at the Meeting's discretion. In practice the chairman has been re-appointed every year, along with everyone else who has a role in the Parish. The revised draft does not now include a maximum period but does require annual re-election more clearly.
2. The parish has not appointed a vice-chairman for many years and this role has been removed. There is no such role in the legislation, and the revised Orders provide for the Parish Clerk to act as temporary chairman if needed.
3. The bank arrangements have always required two signatures. This has now been included specifically in the Standing Orders. There is a frequent weakness in many organisations' standing orders, as they usually allow the chairman to make a commitment for goods and services, with the only control being when the time comes for payment. This has been covered here with a requirement for orders for goods or services outside the approved budget to be subject to proper approval by the Meeting before they are placed.

There are some other minor changes.

To ensure that any comments can be properly addressed either before or at the meeting it would be helpful if anyone who has any queries (or spots any drafting errors) could let me know in advance.

Peter Lansberry
Chairman
Kentmere Parish Meeting

KENTMERE PARISH MEETING

STANDING ORDERS

1. Convening Meetings

1.1 The Kentmere Parish Meeting will be held twice each year. Meetings will be held at 7.30pm in the Kentmere Institute unless otherwise specified.

1.2 The Annual General Meeting shall be held in May each year, and a second meeting shall be held in November each year.

1.3 Parish Meetings shall be convened by the Parish Chairman or by any six people listed on the register of Electors for Kentmere.

1.4 Not less than 21 days advance notice of Parish Meetings will be given with a request for items for the agenda, which must be received not less than 10 days before the date of the Meeting. Not less than 7 clear days formal notice will be given together with supporting documentation. It will be sent electronically to the 'residents' mail list (residents@kentmere.org) and delivered to those electors not on email. A copy of the notice will be displayed on the parish notice board at the Kentmere Institute.

2. Conduct of Meetings

2.1. All those listed on the Register of Electors for Kentmere are entitled to attend and vote.

2.1. Any other person may attend meetings at the Chairman's discretion. He or she may speak at the Chairman's discretion, but may not vote on any matter.

2.2. A meeting shall not be held unless a quorum of 10 registered electors is present at least one of whom must be the Parish Chairman or Parish Clerk. In the absence of the Parish Chairman, the Parish Clerk will preside. If both are absent, the meeting shall appoint another elector who, for the duration of that meeting, shall have the powers and authority of the Chairman.

2.3. Each resolution shall be decided by a majority of those present, entitled to vote and voting. Votes will be taken by a show of hands. In the case of an equality of votes, the Chairman shall have a second or casting vote. The Chairman is required to announce the result of a vote, and that decision shall be final.

3. Business at meetings

3.1. The business at the Annual General Meeting shall include the presentation and approval of the Annual Return for Parish Meetings and the election of Officers and Other Officials.

3.2. The business at the November meeting shall include the approval of the Annual Budget and Precept for the next financial year, and the Annual Risk Assessment.

4. Declarations of Interests

4.1. If any person attending the Parish Meeting shall have a direct interest in any Agenda item they shall declare that in accordance with the Agenda. If the Parish Chairman has declared a direct interest in any matter, he or she should stand down from his/her official position during the discussion of that item, unless the meeting decides otherwise.

5. Elected Officers and Other Officials of the Parish Meeting

5.1. Officers and officials

5.1.1. The Officers of the Parish Meeting who are elected annually are: the Parish Chairman and Parish Clerk. Candidates must be on the Register of Electors for Kentmere.

5.1.2. The Other Officials of the Parish Meeting are up to three registered electors who are elected annually to assist with the administration of day-to-day affairs. Candidates must be on the Register of Electors for Kentmere.

5.1.3. The Officers and Other Officials may not receive any payment for their services, but agreed expenses incurred may be reimbursed.

5.1.4. Elections shall take place at the Annual General Meeting for a Parish Chairman and Parish Clerk to hold office until the next Annual General Meeting. A candidate may vote for him/herself.

5.1.5. An Internal Auditor shall be elected annually but need not be on the Register of Electors for Kentmere.

5.1.6. If an Officer or Official leaves his/her post during the year, the Chairman shall have the power to co-opt a temporary replacement for ratification at the following Parish Meeting.

5.1.7. Nominations for the Officers and Other Officials shall be presented in writing to the Parish Clerk at least 14 days before the date of the Annual General Meeting.

5.1.8. Officers and Other Officials may be nominated for re-election.

6.1. Procedure for Election of Parish Chairman.

6.1.1. If the present Chairman is not a candidate, he may proceed to hold the election. If the present Chairman is a candidate, then a temporary acting Chairman who is not a candidate shall be appointed by the Chairman to conduct the election. The meeting will then proceed to elect the Parish Chairman, who will hold this office until the next Annual General Meeting. The acting Chairman shall declare elected that candidate who obtains the largest number of eligible votes cast by a show of hands. In event of a tie, he/she shall have a casting vote. The elected Chairman then takes office.

6.2. Procedure for the Election of Other Officers and Officials.

6.2.1. The Chairman shall then proceed to the election of the Parish Clerk, Other Officials and the Internal Auditor, who will hold office until the next Annual General Meeting. Their elections shall be conducted in a similar manner.

7. Minutes of Meetings and other Documents.

7.1. Minutes of the proceedings of every Parish Meeting shall be kept by the Parish Clerk. The Minutes should include a summary of all matters discussed, and the results of all votes and elections. The Minutes shall be signed by the Chairman at the next meeting, after those present have agreed that they are a true record. Copies will be sent to the 'residents' email list and delivered to those not on email. The minutes and all relevant documents will be posted on the residents' section of the Parish website.

7.2. Upon application to the Clerk, all Parish Meeting Minutes and other official documents and correspondence shall be available for inspection at the earliest practicable occasion.

8. Banking and related matters

8.1. The Parish shall maintain a bank account with a mandate that shall require two signatures on any instructions. Any changes to the banking arrangements shall be approved by the Parish Meeting.

8.2. All orders for goods, services and payments in accordance with the Budget may be made by the Chairman. Any other orders or payments shall be approved by the Parish Meeting, except that in the event of an urgent matter the Chairman and not less than two other Officers or Officials shall have the authority to make such order or payment as shall be required.

9. Revision of Standing Orders

The Standing Orders may be revised and altered at any Parish Meeting. Requests for changes must be sent in writing to the Parish Clerk for inclusion in the Agenda subject to the Notice requirements above.